

Risk Assessment Form - 5 steps

Site reopening – Covid-19



Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you already doing?	Risk rating	Step 4 Is anything further needed?	Step 5 Action & review
Spot hazards by: <ul style="list-style-type: none"> walking around your workplace asking those doing the task what they think checking manufacturers' instructions considering health hazards 	Identify groups of people, consider: <ul style="list-style-type: none"> employees temporary / agency staff contractors volunteers members of the public children (including work experience) lone workers pupils service users 	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> guarding training procedures, safe systems of work personal protective equipment (PPE) 	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise Deal with those hazards that are high-risk and have serious consequences first. List: <ul style="list-style-type: none"> actions required who needs to do them by when check actions completed

Risk rating

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	STOP
Risk level	Action and timescale		
Trivial	No action required and no documentary record needs to be kept.		
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.		
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.		
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.		

Activity / operation/ event: Opening Facilities in light of COVID19						Assessment date:	
Establishment: Lower Grange Farm						Review date:	
Step 1 Identify the hazards as per Gov guidance – headings	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk rating trivial/ low / medium / high / stop	Step 4 Is anything further needed?	Step 5 Action & review		
					Action required	Responsible person	Date completed
Exposure to Coronavirus Covid-19 from other Persons attending Lower Grange Farm	All staff & users	a) Site is presently closed and acquiring permission from County Commissioner is required to attend site	High	No	Site to remain locked until government guidelines advise otherwise	Site Warden Office & Finance Manager Activity Manager Key Volunteer Leads	
		b) All volunteers attending site must in advance be given copy of Covid-19 protocols	Medium	Ensure that all volunteers complete and return form before entering site	Ask volunteer leads to disseminate amongst their groups	County Commissioner County Chairman	
		c) All visitors & contractors (except where making	Medium	Ensure all visitors & contractors complete form before entering site	Questionnaire to be emailed to contractors and visitors when		

		<p>deliveries) complete Covid-19 Questionnaire</p> <p>d) Wherever possible employees should be encouraged to work at home</p> <p>e) Any person who has or shows symptoms of the virus to not attend site. To also include those who have had contact with someone with or showing symptoms of the virus</p> <p>f) Near miss form to be completed if the site has been attended</p>	<p>Medium</p> <p>High</p> <p>High</p>	<p>No – all staff (except 1) are furloughed</p> <p>Ensure government guidelines are followed</p> <p>Ensure all visitors to site (staff, volunteers, contractors etc) are logged so action can be</p>	<p>booking</p> <p>No</p> <p>Follow government guidelines</p> <p>Log of all visitors to site</p> <p>Near miss form</p>		
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		by someone who has felt the need to self-isolate within 14 days of attending site		taken to trace			
Minimising the spread of the virus	All staff & users	<p>a) All persons attending centre to be given copy of safety guidance</p> <p>b) Ensure compliance on site to safety guidance</p>	<p>Medium</p> <p>Medium</p>	<p>Ensure Safety guidance covers all areas required</p> <p>Ensure all follow safety signs, respect social distancing, maintain good personal hygiene, areas are sanitized as they are used and correct clothing & PPE is worn and used where applicable.</p>	Regular updates on government advice to be included	Office & Finance Manager	
Absence of key staff	Key staff	All staff are furloughed except Office & Finance Manager	High	Devise plan to separate key staff when they all return – options to include home working or spread over site and limit physical contact	Follow government guidance for safe working	<p>Activity Manager</p> <p>Office & Finance Manager</p> <p>County Chairman</p>	

				where able to		County Commissioner	
Statutory checks on Asbestos/legionella and fire not carried out	All staff & users – risk to life	Statutory checks carried out as per guidance	low	No	All checks to be continued – daily/weekly/monthly checks	Site Warden Overseen by Management	
Cleaning of premises not carried out	All staff & users – increased spread of virus transmission	Daily cleaning in place Stock takes to be carried out New product purchased which is safe to use and kills COVID19 on 5 min contact time 99.9% New H & S coronavirus checklist in place to ensure all areas are cleaned – see appendix	medium	To communicate Compliance by all stakeholders – everyones responsibility to ensure safety for all	Regular updates on advice by gov if change of practice is needed Replenishment of stock where needed Possible or confirmed cases – PHE / LA /Gov guidance will be followed	Site Warden/Cleaner Activity Manager Office & Finance Manager	
PPE use	All staff & users – possible transmission of virus	PPE purchased – will be used following gov guidance and personal choice	low	Staff to be made aware of the guidance from gov	Stock levels to be checked and replenished where necessary	Site Warden Office & Finance Manager H&S Committee	
Normal group sizes	All staff & users – increased	organise small groups to current	High	Reduce to guidance	All stakeholders	Activity Manager	

too large	spread of transmission of virus	guidance from Government and NGB			informed.		
organise offices and meeting rooms maintaining space between seats and desks where possible	All staff & users – increased spread of transmission of virus	Reduced number in offices and meeting rooms Use of barn .	medium	Rearrange when in use if required	Monitor and adjust accordingly	Office & Finance Manager	
decide which activities will be delivered	All staff & users– increased spread of transmission of virus	In line with gov guidance and NGP this will then limit the use of resources per for cross contamination.	Medium – low	The activities will need to be reviewed on a daily basis and planned weekly in line with needs and well being	Finalisation of the guidance	Activity Manager	
consider which activities could take place outdoors	All staff & users – increased spread of transmission of virus	Use of outside areas to be used	Low	The rota will need to be reviewed in line with outcome of delivered activity Plus the realistic timescale of cleaning the areas.	July	Activity Manager	
reduce movement around the site	All staff & users – increased spread of transmission of	Groups moved around in a bubble	low	Staff to prepare resources in advance of group coming in so all learning in the building	Staff to decide resources to be used in line with	Activity Manager	

	virus			is contained to the one area	activity delievey		
stagger activity groups	All staff & users – increased spread of transmission of virus	No two groups to be mixed during activities Activities to take place in bubble and allocated area	low	All staff informed of planning to be delivered daily	Planning to be given to staff	County Office Activity Manager Office & Finance Manager	
stagger break times (including lunch), so that all groups are not moving around the site at the same time	All staff & users – increased spread of transmission of virus	Site divided in to areas weather permitting	medium	Expand use of allocated fields	To be allocated on arrival <i>*1 group at a time initially*</i> .	Activity Manager	
stagger drop-off and collection times	All staff & users– increased spread of transmission of virus	Drop offs and collections to be planned inadvance and communicated To Reduce the flow of children and parents	Medium due to increased amount of parents	Communicate with teachers, leaders and parents new arrangements	Review and adjust accordingly Set up car park to have a one way system in and out.	County Office Activity manager Office & Finance Manager	
a) plan parents' drop-off and pick-up protocols that minimise adult to adult contact	All staff & users – increased spread of transmission of virus	Varies per client Drop off & Drive (If group leader has not arrived parents to wait with child in car)	Medium	Induction	Review and adjust accordingly as numbers increase		

<p>b) consider how children and young people arrive at the site</p> <p>c) use a tissue / elbow to cough or sneeze into and use bins for tissue waste ('catch it, bin it, kill it')</p>	<p>All staff & users – increased spread of transmission of virus</p> <p>All staff & users – increased spread of transmission of virus</p>	<p>One way system to be in place via car park and entrance to be identified</p> <p>1 metre distance in place</p> <p>Consider parents waiting outside in the car park</p> <p>Tissues are readily available</p> <p>Bins are easily accessible</p> <p>Sanitiser is easily accessible in all areas</p>	<p>Medium</p> <p>Medium</p>	<p>Visual Reminders</p>	<p>Share system with parents – put social distancing signs on the fence around site to remind and promote 1 meters.</p>	<p>County Office</p> <p>Activity Manager</p> <p>Office & Finance Manager</p>	
<p>consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p>	<p>All staff & users – increased spread of transmission of virus</p>	<p>One area assigned.</p> <p>Lunch in area.</p> <p>Rotared breaks.</p> <p>Toilet allocated</p>	<p>Medium</p>	<p>Walkie talkies in place for staff to report movement if needed</p>	<p>Walkie talkies charged and enough for everyone – order more if needed.</p>	<p>Activity Manager</p>	
<p>consider how equipment is used ensuring it is</p>	<p>All staff & users – increased spread of</p>	<p>Equipment and resources not shared and cleaned after use</p>	<p>Medium</p>	<p>Set up washing buckets / areas in each area for easy access for staff.</p>	<p>Review detergents for washing</p>	<p>Activity Team</p> <p>Activity Manager</p>	

appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	transmission of virus	/ at end of day as appropriate if not used during the rest of the day. Outside resources sectioned into groups and children rotate around per day rather than during the day so equipment can be washed.			resources and ensure enough in place.		
remove unnecessary items from activity areas, offices, meeting rooms and other learning environments where there is space to store it elsewhere	All staff & users – increased spread of transmission of virus	Clear Desk policy	Medium	Tidy up & remove unnecessary items from meeting rooms, activity areas & climbing barn	End of July – areas to be reviewed and all materials removed as appropriate	Activity Manager Office & Finance Manager	
remove soft furnishings,/ activity equipment that are hard to clean (such as those with intricate parts)	All staff & users – increased spread of transmission of virus	Office cleared and protective coverings (i.e: computer screens) bought	Medium	Chairs to be changed in Range area and put in storage Conference Room chairs & tables to be put in small room and allocated for each booking Allowance to be made for wedding chairs	End of July – areas to be reviewed and all materials removed as appropriate	Site Warden Activity Manager Office & Finance Manager	

				Everything to have regularly fogging			
ensure that the same instructor (s) assigned to each group and, as far as possible, these stay the same during the day	All staff & users – increased spread of transmission of virus	One instructor	Medium	Match instructor to groups set for well being and need	Discuss with staff the appropriate group to have	Activity Manager	
ensure that wherever possible children and young people use the same area throughout the day, with a thorough cleaning of the rooms at the end of the day.	All staff & users – increased spread of transmission of virus	Cleaning desks/handles during lunch Thorough clean after activity All staff responsibility	Medium		Discuss with staff	Activity Team Activity Manager	
ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in activity area and offices	All staff & users – increased spread of transmission of virus	Sanitiser in the areas, by entrance and in offices and other communal areas.	Low if in place	Stock levels to be checked Issue if supplier unable to provide product	Review and monitor stock	Site Warden Office & Finance Manager	
clean surfaces that young people are touching, such as, chairs, doors, sinks, toilets, light switches, bannisters, more	All staff & users – increased spread of transmission of virus	Following coronavirus cleaning regime	Medium	Stock levels to be inplace Staff to be made aware	Communication increased of standards expected	Site Warden Activity Manager Office & Finance Manager	

regularly than normal							
All staff & users frequently wash their hands with soap and water for 20 seconds and dry thoroughly	All staff & users– increased spread of transmission of virus	Staff are all aware and have a copy of the risk assessment	Low	Stock levels to be in place Staff to be made aware	Reminders to be issued	Staff briefings Young people and visitor reminder	
Visitors clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	All staff & users – increased spread of transmission of virus	Entry controls in place Entry via car park, met by staff with sanitiser and directed to activity area	Mediun	Maintain practice	Review sanitser stock on a weekly basis	Activity Team Office Staff Activity Manager Office & Finance Manager	
Children are encouraged not to touch their mouth, eyes and nose	All staff & users – increased spread of transmission of virus	Reminders to young people and staff	High	Visual reminders		All staff	
ensure that help is available for children and young people who have trouble cleaning their hands independently	All staff & users – increased spread of transmission of virus	Gloves and face masks are available for staff to help children wash hands if verbal direction does not work	Medium	Reminders throughout the day	Reminders through out the day	All staff Booking to advise beforehand if support is needed	
a) ensure that bins for tissues are emptied throughout the		Bins are emptied at break times/lunchtimes and after activities –	Low				

day b) ensure that litter is cleared throughout the day	All staff & users – increased spread of transmission of virus	disposed correctly 72 hours if unsure before popping in general waste All litter is removed and disposed off regularly using appropriate PPE	Low	Follow guidance from PHE	Review and check	Site Warden Office & Finance Manager	
where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	All staff & users – increased spread of transmission of virus	windows opened at beginning of day office doors kept open to allow ventilation Security of site – everyone is on high alert to these new procedures	Medium High	No visitors unless prior appointment Office signing only	Monitor and adjust where necessary ie weather	All staff	
prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	All staff & users – increased spread of transmission of virus	See above	See above	See above	See above	See above	

ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	All staff & users – increased spread of transmission of virus	Children go 1 at a time Showers – 1 per block at a time	Low	children to be directed by group leader Cleaners to clean toilets more frequently Adult supervising to ensure toilets are flushed and clear of bodily waste and if not to report immediately for cleaner to address	Share routine and procedure with staff	Activity Team Activity Manager	
noting that some children and young people will need additional support to follow these measures	All staff & users – increased spread of transmission of virus	Verbal and visual support in place at the moment in line with children's needs.	Low	PPE available to staff.	Staff training	Activity Team Activity Manager	
stagger the use of staff rooms and offices to limit occupancy	All staff & users – increased spread of transmission of virus	Staff assigned an area to use	Low	Share assigned areas	N/A	All staff	
In the case of a bubble member reported to be poorly with corona virus symptoms	People in bubble at risk	Staff to be notified and 14 day guidance to be followed	High	All staff to be on alert for any signs		All staff	
Reduce the use of shared resources:							

<p>a) by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</p> <p>b) reduce use of site keys and tools</p>	<p>All staff & users – increased spread of transmission of virus</p>	<p>Avoid sharing of resources where possible</p> <p>Use own tools where possible, keys to only be used by management & Site Warden</p> <p>Tools used to be sanitised before and after use</p>	<p>Medium</p>	<p>Ensure enough of each equipment so sharing is not required</p> <p>Ask for advance notification if rooms need to be opened or tools need to be used (for example SAS).</p>	<p>Check of stock</p> <p>Advise volunteer teams</p>	<p>Site Warden</p> <p>Activity Manager</p> <p>Office & Finance Manager</p> <p>SAS Lead Person</p>	
<p>Public footpath</p>	<p>All staff & users</p>	<p>Sign reminding public to stay on footpath and that this is a covid-secure site</p>	<p>Low</p>	<p>Ensure that public remain on footpath only</p>	<p>Ensure signs are visible at entry points to public footpath</p>	<p>Site Warden</p> <p>Office & Finance Manager</p>	
<p>Prevent use of handdryers</p>	<p>All staff & users – increased spread of transmission of virus</p>	<p>Provide paper hand towels for people to dry their hands with</p>	<p>Medium</p>	<p>Disable handdryers</p>	<p>Turn off handryers and prevent use of them</p> <p>Ensure stock of</p>	<p>Site Warden</p> <p>Office & Finance Manager</p>	

					paper hand towels is adequate		
Assessor name(s):				Job title:			
Signature:				Review date:			